Policies and Procedures for Standards Tests

2009/2010

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Ce document est disponible en français.

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1.0 Introduction

This document outlines the policies and procedures related to the registration of students, and the administration, local marking and reporting for provincial standards tests. It is one of a series of documents:

- ***Policies and Procedures for Standards Tests (2009/2010)***
- *Information Bulletin* (one per subject area)
- *Administration Manual* (one per standards test)
- *Marking Guide* (one per standards test)

Links to this document and related documents are available on the Manitoba Education Citizenship and Youth website at <www.edu.gov.mb.ca/k12/assess/s_tests/index.html>.

2.0 Standards Tests

Provincial standards tests are developed, administered, and marked in collaboration with classroom teachers who are knowledgeable and experienced in teaching the subject and grade level being assessed.

These criterion-based tests are intended to provide pertinent information about each student's knowledge and skills in relation to learning outcomes as set out in provincial curriculum documents. They count for 30% of students' final course grades.

To ensure the validity, reliability, and fairness of all of these tests, every effort has been made so that:

- their content is consistent with the learning outcomes set out in the provincial curriculum documents (content validity)
- the method used to collect information about student performance and the strategies used to evaluate student responses are applied consistently. Tests are constructed to reflect consistency in content, form, and standards (reliability)
- all students are given an equal opportunity to demonstrate what they know and can do as part of the assessment process. Adaptations to test materials and administration procedures are available for students, including those with learning or physical disabilities, to allow them to demonstrate their knowledge and skills, provided the adaptations do not jeopardize the integrity or content of the test. Every reasonable effort is made to develop and administer tests that are free from bias related to gender, culture, and other characteristics that are extraneous to the purpose of assessment (fairness)

3.0 Registration

Schools register students for standards tests near the beginning of each semester using a web application (Provincial Test Student Registration).

It is the responsibility of authorities of the school granting the course credit to ensure students are registered for and participate in standards tests, irrespective of the course delivery method used.

3.1 Eligibility and Requirement to Write Standards Tests

3.1.1 Students Required to Write Standards Tests

Provincial standards tests are mandatory for students enrolled in schools and seeking credit in the applicable 40S courses presented in the table below. Standards tests are written in the designated language of instruction for that course or subject area.

Mandatory Provincial Standards Tests by School Program

School Program	Mathematics*	Language Arts
English	Applied Mathematics (40S) Consumer Mathematics (40S) Pre-Calculus Mathematics (40S)	English Language Arts (40S)**
Français	*Mathématiques appliquées (40S)* *Mathématiques du consommateur (40S)* *Mathématiques pré-calcul (40S)*	*Français langue première, 40S : Langue et communication*
French Immersion	*Mathématiques appliquées (40S)* *Mathématiques du consommateur (40S)* *Mathématiques pré-calcul (40S)*	*Français langue seconde – immersion, 40S : Langue et communication*

*Mathematics

- There is a separate test for each mathematics course.

**English Language Arts

- There is one test common to the three courses: Transactional Focus (40S), Literary Focus (40S), and Comprehensive Focus (40S). If a student is enrolled in more than one of these courses, the standards test mark is applied to one course only. The final grade in the other courses is 100% school-based.
- The English language arts (40S) standards test is optional for students in the Français and French Immersion programs and may be administered to those students at the discretion of school authorities.

Students following alternative programs such as the International Baccalaureate or Advanced Placement must meet Manitoba High School graduation requirements, including attaining credits in 40S mathematics and language arts courses. Therefore, the requirement to write standards tests applies equally to these students.

Students, including those who qualify for exemptions, must be registered to write standards tests if they are enrolled in

- public schools and funded independent schools
- institutional programs
- alternative education centres or continuing education programs, including Adult Learning Centres
- a school whose students are studying through a web-based course, television, or other alternate delivery method (e.g., Teacher Mediated Option—TMO) [Students wishing to write a test off-site in the presence of the instructor may do so—see section 5.0.]
- a school as exchange students seeking Manitoba Grade 12 credits
- non-funded independent schools or First Nations schools, and seeking Manitoba Grade 12 credit in the course to which a standards test applies

Students enrolled in summer school or evening school are not required to participate in standards tests.

For some students

- adaptations to test administration conditions may be granted (see section 3.3)
- an exemption from writing a test may be granted, by the school or the Department, depending on the circumstances (see section 3.4)

Provincial standards tests are scheduled at the end of both semesters: January, and May or June of each school year. Schools are to schedule courses to end as close to the scheduled standards test date as possible so that students required to participate may do so at the scheduled date and time. This includes schools following alternative schedules (e.g., Copernican system, continuous intake).

3.1.2 Students Eligible to Write Standards Tests

Students who are eligible but not required to write a standards test may participate formally or informally at the discretion of school authorities. This includes students who are

- summer school or evening school students who earned a 40S credit
- exchange students not seeking Manitoba Grade 12 credits
- students enrolled in First Nations and non-funded independent schools who are not seeking Manitoba Grade 12 credits
- home school students
- Independent Study Option (ISO) students completing the course through the Distance Learning Unit (including granting of the course credit)
- students who have already participated in or been excused or exempted from a test

If students participate formally, they need to be registered to write the standards test through a school and participate according to normal procedures, including having a MET number. These students are subject to regular test administration and marking procedures and the Department will include their results with the school and school division results.

If students participate informally, they do not need to be registered to write the test. The school can use extra materials normally provided to them. No marks are submitted to the Department for these students.

3.1.3 Students Not Eligible to Write Standards Tests

Standards tests are not applicable to "M-designated" and "E-designated" (i.e., 40M, 40E) courses, and to Consumer Mathematics 45S V and 45S VI (sometimes referred to as 45A and 45B).

Students graduating from the Senior Years Technology Education Program may choose to fulfill the Grade 12 mathematics and/or English language arts requirements with Accounting Systems and/or Language and Technical Communications. There are no standards tests associated with these courses. Note that students pursuing a dual diploma must satisfy all of the requirements associated with both programs, including participating in standards tests.

3.2 Rewriting a Standards Test

A student may rewrite a standards test at any future administration of the test after course requirements have been fulfilled, whether currently enrolled in the course or not. This provision also applies to students who missed writing the standards test (e.g., due to illness) and wish to have a standards test result on record (see section 4.1). Students choosing to rewrite a test are subject to the normal registration, administration, marking, and reporting processes. No costs apply to rewriting a test. There is no limit to the number of times a student may rewrite a standards test.

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When a student rewrites a standards test, the higher result becomes the student's official standards test mark. There is only one standards test mark for each student in each subject. Any resulting change to a course mark must be reported to Student Records.

Note that a student retaking a course is not required to rewrite the associated standards test. If the student would otherwise be required to participate in a standards test (see section 3.1.1), the final grade for the course must include the standards test mark weighted at 30%, whether the student chose to rewrite the test or not.

3.3 Adaptations to Standards Tests

Manitoba Education, Citizenship and Youth is committed to equity of opportunity and fairness to students. Every reasonable effort is made to enable students to demonstrate learning in relation to the learning outcomes set out in the curriculum documents in the subject area that is being assessed.

3.3.1 Procedures for Requesting Adaptations

Requests for adaptations are made at the time of registration when entering student data using the web application (Provincial Test Student Registration). Adaptations must be requested separately for each student for each test.

Adaptations requested should parallel, as much as possible, any school adaptations that are used on an ongoing basis to assist the student during instruction and assessment activities provided that such adaptations do not jeopardize the validity of the test or create inequities in test administration procedures. Requests are treated confidentially. More than one adaptation may be requested for a student.

All adaptation requests made on behalf of a student must be made with the full knowledge of parents/legal guardians or the student if he/she has reached the age of majority.

In addition to a reason for each adaptation (e.g., deafness, visual disability), whether the adaptation being requested is 'regular' (normally used in the classroom) or 'additional' (being requested just for the test) must be indicated.

All adaptation requests require departmental approval. Schools are informed of the Department's decision in writing, with the following information

- whether the request has been approved
- if approved, any implications for test administration and marking

Prior to administration of the test, an adaptation may be requested or revised **after the registration process,** should circumstances concerning a student change.

For questions regarding adaptations, please dial the corresponding number as listed below.

Test	Telephone	Toll-Free 1-800-282-8069
Applied Math	945-4035	ext. 4035
Consumer Math	945-3411	ext. 3411
Pre-Calculus Math	945-7590	ext. 7590
English Language Arts	945-6044	ext. 6044
Français langue première	945-3935	ext. 3935
Français langue seconde – immersion	945-3935	ext. 3935

3.3.2 Adaptations

Subject	Adaptation
All	**Use of a computer or Braille writing device (101)** The use of a computer may be granted under the following conditions: ■ spell-check and/or grammar check are disabled ■ work is saved on a removable memory device at the end of each test session and left with the supervising teacher ■ work saved on the hard drive must be deleted ■ a printed copy of the students' answers must accompany the test booklets *Note: *The use of a **computer** is not an adaptation for Applied Mathematics.*
All	**Specially printed assessment instruments (102)** Braille and large-print versions of the test can be provided by the Department upon request. Please identify the required format in your request. Alternate marking sheets will be provided as needed.
All	**Additional time (103)** The total time should not exceed twice the scheduled time for any session. Continuous supervision is required during the extended periods.
All	**Supervised breaks/increased number and shorter sessions (104)** Each session must be continuously supervised. In addition, in jurisdictions where required, test booklets must be sent to the local marking site by 4:00 p.m. on the last day of the test.
All	**Alternative settings outside the classroom with continuous supervision (105)** A student may write the test in another location within the school. The student **must** be continuously supervised by a teacher or a paraprofessional who is familiar with all of the testing procedures.
All	**American Sign Language (ASL) (106)** Certified American Sign Language interpreters should be used to assist students who rely upon ASL as a primary means of communication. In any situation involving an ASL interpreter, it is expected that ■ cross-cultural interpretation will not include asking leading questions ■ suggestions or explanations will not be provided to the student ■ spelling, punctuation, and grammar will be the responsibility of the student
ELA and *Français*	**Reading aloud outside the classroom (108)** This adaptation is available **only** to students with a **diagnosed** reading disorder or visual impairment that interferes with the ability to decode/read written text, and who routinely receive this adaptation in the classroom. When requesting this adaptation, indicate whether the diagnosis was made by a physician or clinician (e.g., reading clinician, psychologist.) Students who are granted this adaptation **must be accommodated in another room**. The test instructions and/or test questions and/or texts will be read aloud to the student by a supervising teacher or a paraprofessional. The supervisor will not be allowed to provide clarification, interpretation, rephrasing, or translation.

Subject	Adaptation
Math	Students who are granted this adaptation **must be accommodated in another room**. The test instructions and/or test questions will be read aloud to the student by a supervising teacher, or a paraprofessional. The supervisor will not be allowed to provide clarification, interpretation, rephrasing, or translation.
All	**Scribe (109)** This adaptation allows for writing assistance for a student ■ who experiences difficulty with fine motor coordination ■ who has other physical disabilities resulting in illegible handwriting ■ whose disability inhibits the physical ability of writing It is intended for students who normally require a scribe in the classroom or who have recently been incapacitated. Students who are granted this adaptation **must be accommodated in another room**. The scribe is allowed during all sections of the test. The scribe must write exactly what the student offers. The scribe may reread the student's response to the student. Only the student may edit or rephrase responses.
ELA ***Français***	Please note the following implications for marking: The writing task will not be assessed on grammar, spelling, capitalization, and punctuation. For the writing task, all components of the *Règles de la langue* with the exception of *grammaire* and *orthographe* will be assessed.
ELA and *Français*	Alternate test materials and/or marking sheets will be provided, as needed.
All	**Other (199)** Please provide a detailed description of the adaptation and an explanation of why it is requested.

3.4 Exemptions from Standards Tests

All students required to write standards tests must be registered for the tests, including those who qualify for exemptions (see section 3.1.1).

3.4.1 Procedures for Exemptions

Exemptions must be determined on an individual student basis and for each test separately. The decision to grant or request (see section 3.4.2) an exemption should be made with the full knowledge and signed consent of the student's parent/guardian, or the student if the student has reached the age of majority.

The names of students exempted and the reasons for the exemptions, as well as exemption requests, must be submitted at the time of student registration for standards tests using the web application.

An exemption may be requested or revised after the registration process by contacting the Department (see section 11.0).

3.4.2 Reasons for Granting an Exemption

Departmental approval is not required for exemptions under the two categories below.

Emotional/psychological condition or circumstance (Code 60)

- Student has an emotional or psychological condition or there are circumstances causing emotional or psychological problems.

***Phase d'accueil – bloc d'intervention intensive* (Code 63)**

- Student is enrolled in the *Phase d'accueil – bloc d'intervention intensive.*

Note: This reason is applicable only to students enrolled in the *Français* program where the language of instruction of the course is French.

Departmental approval is required for all other exemptions under the category below.

Other reason (Code 69)

- Other reasons specific to the standards test and based on special needs (e.g., auditory impairment, visual impairment, physical disability) for which an adaptation is not available for the standards test—these requests will be automatically sent to the Department by the web application for review. The reason provided must be detailed enough for the Department to evaluate the request. Schools will be informed of the Department's decision in writing.

Note: Standards tests do not apply to students in a 40E or 40M course; therefore, students in these courses should not be registered for standards tests (see section 3.1.3). Since these students are not to be registered for these tests, exemptions do not apply.

3.4.3 Reasons for which Exemptions are Not to be Granted

The following reasons are **not** appropriate to exempt students from standards tests in 40S courses to which a standards test applies.

- Modified curriculum (As noted above, if the student is in an "M-designated" course the test does not apply.)
- Student's curriculum/program has been adapted. (Note: Adaptations do not change the learning outcomes. Adaptations to the testing procedure to accommodate student needs can be requested, but an exemption from the standards test due to such adaptations is not appropriate unless the adaptation required goes beyond what is available for the test.)
- Student is a low achiever, significantly behind peers, or has difficulty reading and writing.

- Student is an EAL (English as an additional language) student registered in 40S courses. (Note: If an EAL student is working toward the regular 40S credit, he or she will need to write the standards test. Adaptations to the test procedure, such as additional time, may be requested.)
- Student has not completed the course. The *Administration Manual* provides information about deferring the standards test.
- Student is taking technical/vocational courses within the Senior Years Technology Education Program. (Note that a student in the Technology Education Program taking a course to which a standards test applies is required to write the associated standards test subject to the regular policies and procedures. Students seeking a dual diploma are subject to all of the requirements for each program.)

3.4.4 Exemptions Due to Disrupted Test Administration

If a test session is interrupted (e.g., due to a fire alarm) such that students have an opportunity to discuss test content in a manner that compromises test validity, the students involved should be exempted and the Department must be notified (see section 11.0).

3.4.5 Determining a Final Grade for Students who are Exempted or Excused

Once an exemption is granted, it is the school's responsibility to assess the student and assign a final grade. The student's report card must indicate that there is "no mark" for the standards test.

4.0 Administration

Principals must ensure that tests are administered at the prescribed time and in accordance with administration procedures, and are responsible for ensuring that test materials remain secure and unopened until test administration. Further information is provided in each test-specific administration manual.

4.1 Missed Standards Tests

4.1.1 Student Absences

Students who are absent on the day(s) of a standards test or who are unable to complete (all or part of) the test due to circumstances beyond their control (e.g., sudden illness, death in the family, family crisis, incapacity resulting from an accident) are governed by school or school division policy concerning student absences during final tests (e.g., requirement for a physician's note explaining illness). Reasons for excused absences are documented on the student's *Demographic Data Form* provided with the test materials or on the form *Students without a Demographic Data Form*.

Since standards tests cannot be rescheduled outside of the specified administration dates, schools will have the responsibility of providing a final course grade to students for whom the school has granted an excused absence. Schools will be responsible for indicating that the final mark reflects school-based assessment and evaluation practices only, and for indicating on these students' report cards that there is "no mark" for the standards test.

Students who are absent **without** a legitimate reason or who formally refuse to write any part of a standards test (by their own or by parental choice) will receive a mark of 0% for the parts of the test missed. Decisions regarding the legitimacy of reasons for being absent or late (see section 4.2) are at local discretion and should follow local policy and practice as well as this document.

Students who are suspended at the time of test administration may participate at local discretion. The school is responsible for all arrangements. Suspended students who do not participate receive a mark of 0% for the test. (See the test-specific administration manual for further information about student absences.)

4.1.2 Severe Weather/School Closures/Buses Not Running

Students are excused from a standards test and assigned a school-based mark for a course when they are unable to write a standards test at the prescribed time due to

- school closures
- school buses not running as a result of inclement weather
- other similar circumstances

"No mark" for the standards test should be indicated on these students' report cards. In such an event, advise the Department of the circumstances in writing (see section 11.0).

Normally, disruptions to instruction occuring prior to a standards test are not grounds for excusing or exempting students from a test. Extreme circumstances should be communicated in writing to the Department (see section 11.0).

Note: Students who miss a standards test may write the test at a future administration date (see section 3.2).

4.2 Late Arrivals/Leaving the Room

4.2.1 Late Arrivals

For each test, there is a time after administration begins at which students arriving late may be permitted to write the test. Unless otherwise stipulated in the test-specific administration manual, the following procedures apply to late arrivals.

- Students who arrive late but within the first half of the normal duration of test administration are allowed to write that test. In this case, the supervising teacher may allow the student additional time corresponding to the amount by which the student was late, if the teacher believes this is appropriate given the particular circumstances.
- Students who arrive after the halfway point of any test session are not permitted to write and are considered absent (see section 4.1.1).

4.2.2 Leaving the Room

Unless otherwise stipulated in the test-specific administration manual, the following procedures apply to students leaving the room prior to the scheduled completion of a standards test.

- A student leaving the room temporarily must be supervised.
- Students must remain in the room until at least the halfway point of the scheduled test session.

5.0 Alternate Writing Sites

Students who are required to be away from their regular school site or outside Manitoba to participate in a special provincial, national, or international event (e.g., educational, cultural) during the administration of a standards test should write the test at an alternate site. This may also be applied to students whose teachers are at distance, such as those receiving alternate course delivery methods within the province (web-based, Teacher Mediated Option, etc.). Final responsibility for the administration and marking of the exam remains with the jurisdiction in which the student is enrolled.

To establish an alternate writing site, principals must make a written request to the Department **no later than eight weeks prior to the test administration date** (see section 11.0). In most cases, the Department covers the costs of sending test materials to and from alternate writing sites. In cases where costs for alternate testing sites are considered excessive, school jurisdictions may be asked to reimburse the Department.

Principals making such a request are responsible for

- making all the necessary arrangements to ensure that the standards test is written during the scheduled time period under the prescribed conditions
- identifying a writing site (educational institution)

- receiving approval from the site manager at the alternate writing site (e.g., principal)
- identifying and arranging for appropriate supervision (e.g., classroom teacher, principal)
- ensuring that the test supervisor at the site is prepared to administer the test under the prescribed conditions

6.0 Local Marking of Standards Tests

Superintendents of school divisions and principals of independent schools are responsible for ensuring that standards tests are marked and results are reported according to prescribed procedures and guidelines.

Standards tests are locally marked and individual student results are reported locally. Each jurisdiction nominates one or more teachers who receive training and support from Manitoba Education, Citizenship and Youth in procedures related to marking and reporting of results.

The Department provides a marking guide containing answer keys, scoring rubrics, and exemplars of scored responses. This document assists with the training of local markers and serves as a guide for local marking sessions.

The Department provides financial support to funded independent schools and to school divisions for each test that counts as a standards test. However, all associated materials must be returned to the Department on time. The purpose of the funding is to compensate teachers or provide for release time for marking the tests. This funding goes to the jurisdiction in which the students are enrolled.

7.0 Cheating and Plagiarism

Cheating and plagiarism result in a standards test mark of 0%. It is the responsibility of school or divisional authorities to investigate allegations of cheating or plagiarism and to judge whether such a case has occurred. Cases need to be reported to the Deparment using report forms provided with the test or marking materials, or by writing a letter (see section 11.0).

8.0 Standards Test Reread Policy

As the reporting of individual student scores on locally marked standards tests is the responsibility of each local jurisdiction, the reread policy for these tests is determined locally.

Should a reread be requested for a test booklet that has been sent to the Department as a part of the sample for the feedback on the marking process, the Department will return a photocopy of the test booklet upon request.

9.0 Return of Standards Tests to Students

Whether test booklets are retained by school divisions or returned to students is a matter to be addressed and determined by the records management policy of each school division. For further information concerning the recommended records retention schedule, please consult the *Guidelines on the Retention and Disposition of School Division/District Records* available on the Manitoba Education, Citizenship and Youth website at <www.edu.gov.mb.ca/k12/docs/policy/retention/retention.pdf>.

The test booklets sent to the Department as a part of the sample for the feedback on the marking process will be returned to schools within three months of test administration. Returned booklets are devoid of grades, marks, and comments to ensure an unbiased marking/reread process.

10.0 Reporting Standards Test Results

10.1 Communicating Results to Students

The Grade 12 standards tests count for 30% of the student's final course grade. When showing final grades on report cards and in school files, standards test results must be indicated seperately from final course grades.

10.2 Communicating Results to the Department

Following local marking, local jurisdictions submit to the Department all completed scoring sheets for students whose test results will count as a standards test mark. The Department provides data capture services and divisional and school reports to school division superintendents and independent school principals. Reports are typically delivered within three months of test administration.

10.3 Departmental Reporting

With the exception of Consumer Mathematics (40S), the Department prepares a report for each jurisdiction based on the re-marking of a sample of test booklets at the Department. The report contains information regarding the degree of agreement between marks allocated locally and those awarded from central marking of the jurisdictional sample.

11.0 Contact Information

The following contact information must be used for corresponding with the Department, according to the test subject.

Test Subject	
Mathematics/*Mathématiques* and English Language Arts (all programs)	*Langue et communication, Français langue première et Français langue seconde – immersion*
Coordinator, Assessment Unit Instruction, Curriculum and Assessment Branch 1567 Dublin Avenue Winnipeg MB R3E 3J5 Fax: 204-948-2442	Directrice, Direction des services de soutien en éducation—Section Évaluation Bureau de l'éducation française 309–1181 Portage Avenue Winnipeg MB R3G 0T3 Fax: 204-948-3234

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